

ROUTING AND RECORD SHEET

SUBJECT (Optional)				
FROM: Harry E. Fitzwater DDA 7D24, HQS.		EXTENSION	NO.	DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Executive Assistant to the DDCI 7D60, HQS.				<p>REFERENCE: Your Memo to DDA dtd 17 May 84, ER 84-2232, Subj: Vacancies and External Training</p> <p>The attached statistics reflect current enrollments and include separately the Off-Campus Program. If you have questions, please direct them to [redacted] Deputy Director of Training and Education, on extension [redacted]</p> <p>Harry E. Fitzwater</p>
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ROUTING AND TRANSMITTAL SLIP

Date

5/18

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. D/PERSONNEL

Received by 5/18

2. D/TRAINING AND EDUCATION

Received by 5/18

3. EXO

Received by 5/18

4. DDIE

Received by 5/18

5. DIE

Received by 5/18

X	Action	File	Note and Return
	Approval	For Clearance	Per Conversation
	As Requested	For Correction	Prepare Reply
	Circulate	For Your Information	See Me
	Comment	Investigate	Signature
	Coordination	Justify	

REMARKS

#1 AND #2 - FOR ACTION (PLEASE PREPARE
YOUR RESPONSES
FOR THE DDA'S
SIGNATURE.)

SUSPENSE: 21 MAY 1984

TSD is pulling item 2 together
crypto. TSD 5/18/84

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-75)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

04- 2232

DD/A Registry

X-1-1464

17 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Executive Assistant to the DDCI

SUBJECT: Vacancies and External Training

The DDCI would appreciate your providing him the following within 2-3 days.

- A. A list by office of the number of vacancies that now exist. If you are between computer runs, he would prefer to have the most recent existing one rather than wait for you to do a new one.
- B. The number of employees by office within the DDO, DDS&T, and DDA that are taking external training under Agency sponsorship. Do not include traditional Agency-sponsored courses like the Levinson Seminar, the State Department Executive Seminar, etc. He is primarily interested in university courses that employees pursue on their own time.

thank,

STAT

cc: Executive Director

SEC. CL.		ORIGIN		CONTROL NO.	
				84-1464	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
5MAY84					
TO	DTE				
FROM	EO/DDA				
SUBJ.	Vacancies and External Training				
<p style="text-align: right;"><i>Answered</i> <i>5/21</i></p>				ROUTING	DATE SENT
				EXO/OTE	<i>5/18</i>
				DDTE	
				DTE	
				<i>Cy w-DD/OTE</i>	
				<i>chronos</i>	
				<i>5/21</i>	
COURIER NO.		ANSWERED		NO REPLY	